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.100 INTRODUCTION

The Department of Mental Health Mental Retardation and Substance Abuse Services reimbursement staff performs two types of reviews of community reimbursement systems. First, in conjunction with the Commissioner's Evaluation/Review process as outlined in the performance contract, and secondly, in response to a request by an Executive Director. In both situations, the purpose of this review is to enhance the existing reimbursement function of the community services board.

The review process includes, but is not limited to:

1. A review of policies and procedures relative to the reimbursement function.
2. A sampling of client records.
3. A review of internal financial reports and internal controls.
4. Interviews with administrative, program and reimbursement staff.

All board reimbursement functions are measured against Generally Accepted Accounting Principals, the Code of Virginia and it pertains to CSB reimbursement operations, and other applicable state and federal regulations and third party requirements.

The objectives of the review includes but is not limited to:

1. Compliance of systems, policies and procedures and operations with appropriate regulatory standards.
2. Analysis of the reimbursement system for compliance with established board policy.
3. Fee revenue maximization.
4. Determination of the condition of the reimbursement operation, including appropriate internal controls.
5. Develop recommendations to enhance the effectiveness of the existing reimbursement system.

At the conclusion of the reimbursement review, the CSB shall submit a formal plan of correction to the Department within 30 days of receipt of the draft report. Minor compliance issues must be corrected within 30 days of submitting the plan. Action to correct major compliance issues must be initiated within 30 days and completed within 180 days of submitting the plan, unless the Department grants a written waiver. The results of the review and the CSB's progress in correcting any deficiencies may be included in any information about the boards that may be issued by the Department.

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